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~~CONFIDENTIAL~~

DEPUTIES' MEETING, 12 DECEMBER 1961

ACTION MEMORANDUM #9

TO: Mr. Bissell, Mr. Amory, Col White, [redacted] Mr. Helms,  
Mr. Bross, Mr. Sheldon, Mr. Kent, [redacted] Col Grogan

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At the meeting this morning the DCI established the policy that when a general snow emergency is declared whereby most Government Agencies are closed down and their employees are excused from work, the CIA must still maintain at least a limited staffing. Each Deputy will be responsible for making sure that every office within his area having sensitive and urgent requirements is staffed properly and adequately by competent personnel capable of carrying on all duties which may be required. Every effort should be made to assure that such personnel will be properly equipped with the necessary transportation aids to make sure they are mobile during difficult snow and ice conditions.

[redacted]

[redacted]

Assistant to the Director

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[REDACTED]  
DEPUTIES' MEETING, 12 DECEMBER 1961

ACTION MEMORANDUM #7

TO: Mr. Bissell, Mr. Amory and Colonel White

After a discussion concerning the advisability of identifying various components of the Agency located in the new building with appropriate signs placed under the room numbers of the respective offices, the DDCI approved the following procedure:

There will be no uniformity throughout the Agency in the use of such identifying signs or symbols. It will be left to the discretion of each Deputy Director to approve what signs shall be put up in his respective area. The Office of Security will be consulted in an advisory capacity with no veto power prior to the erection of such identifying signs or symbols as are decided upon by the respective Deputies.

[REDACTED]  
Assistant to the Director

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DEPUTIES' MEETING, 12 DECEMBER 1961

ACTION MEMORANDUM #3

TO: Mr. Bissell, Mr. Amory, Col. White, [REDACTED], Mr. Helms,  
Mr. Bross, Mr. Sheldon, Mr. Kent, [REDACTED] Col. Grogan

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Subsequent to the discussion at the meeting on Tuesday morning concerning what the Agency policy should be with reference to inquiries arising from press articles critical of the Agency, such as the recent series of articles by Robert Allen and Paul Scott, the Director stated the Agency policy would be:

- (1) To respond with "no comment" to inquiries raised concerning such articles.

[REDACTED]

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- (3) The DCI approved a letter in the sense of (1) above which Col. Grogan recommended be used as the response to a number of persons who have written in concerning the Allen and Scott articles.

ACTION: Colonel Grogan

[REDACTED]

[REDACTED]  
Assistant to the Director

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